the MANAGEMENT REVIEW

INDEX TO VOLUME XXXVII

January through December, 1948

A

Page

ABSENTEEISM (*See also* Health in Industry)
Illness Absenteeism in Manufacturing Plants 411

ACCOUNTING (*See also* Budgeting, Depreciation, Financial Reports)
Accounting Procedures and Private Enterprise 590
A Company Training Program for Accounting Personnel 43

ADVERTISING
Building and Maintaining Direct Mail Lists 37
Does It Pay to Repeat an Ad? 422
Getting Your Money's Worth at the Post Office 34
Sex Differences in Relation to Marketing 89
A Study of Advertising Managers' Salaries 580

APPRENTICE TRAINING
Apprenticeship Programs on Increase 290
An Engineering and Vocational Training Program 195

ARBITRATION
Arbitration Must Improve or Bankrupt 189
How Can Arbitration Be Improved?.. 461

ATTITUDE SURVEYS
Appraising the Nation's Economic Mood 2
Are New Jobs Scarcer? 228
Are You Man or Beast? 505
Effect of Union Attitudes on Job Evaluation Plans 139
Employers and Unions in Close Race for Workers' Allegiance 353
An Executive Forecast for 1948 58
Formal Education: An Asset? 349
45 Per Cent of Public Believe Machines Decrease Employment 391
How Costly Are "Fringe" Payments? 242
How Essential Is Export Business? .. 118
How Good Are 1948 Business Prospects? 5
How Will Another Wage Increase Affect Prices? 153
The Next Round—Wages and Prices. 179
Should the AFL and CIO Combine?.. 549
21 Steps for Obtaining Opinions and Facts from Employees 240
What Chances of Organic Trade Union Unity? 20
What Does Industry Seek in Its Clerical Workers? 131
What Management Thinks of the Taft-Hartley Act 540
What One Company Learned About Its Stockholders 262
What Women Like and Dislike About Packages 95

B

BONUS PLANS
Extent of Non-Production Bonuses .. 187
"Plus Business" Bonus for Greater Productivity 574
Supervisors Get Bonus on Workers' Accepted Suggestions 363

BUDGETING (*See also* Business Forecasting)
Distribution Costs as a Budget Tool.. 319
Guideposts to Better Budgeting 259

BUSINESS AND GOVERNMENT
Commerce Department Aids Sales Managers 482

The Economic Role of Government .. 370
Get Ready for Industrial Mobilization 470
Industrial Mobilization: Mailed Fist for Peace 4
Mechanical Predictor Supplies Vital Market Data 479
What's Ahead for Industry if the Cold War Warms Up? 446

BUSINESS CONDITIONS (*See also* Economic Conditions, Inflation)
Are Business Worries Backed by Facts 602
Are Profits Too High? 444
The Capital Expansion Boom 151
Commodity Prices vs. Consumer Demand 170
Do We Face a New Kind of Business Cycle? 500
An Executive Forecast for 1948 58
How Good Are 1948 Business Prospects? 5
What's the Outlook for Business? ... 60

BUSINESS FORECASTING
Interlocking the Sales Forecast with Production Planning 359
Is Your Company Prepared for Rough Weather? 66

BUSINESS RESEARCH (*See also* Management Surveys)
The Fruits of Industrial Research ... 575
Training for Group Development 195
Trends in Industrial Research 448

C

CIVIL SERVICE
Civil Service Opportunities for Personnel Workers 188

COLLECTIVE BARGAINING (*See also* Arbitration, Labor-Management Cooperation, National Labor Relations Board, Unions, etc.)
The Function of the Controller in Union Negotiations 289
Open-Forum Bargaining 244
Sound Recording Makes Collective Bargaining Easier 565

COLOR
Color Contrast Aids Packaging Production 317
Color in the Office 452

COMMUNICATION (*See also* Conferences, Employee Publications, Manuals)
A Challenge to American Management 274
Forum Technique Gives Economic Facts to Workers 407
Industrial Films and Their Use 515
The Management Communicator 236
New System to Contact Personnel ... 76
Pride in Product 82
Product Previews Give Workers Insight to Marketing 526
Telling Employees the Facts About Profits 489
21 Steps for Obtaining Opinions and Facts from Employees 240

COMPENSATION. *See* Bonus Plans, Dismissal Policies, Executive Compensation, Incentives, Overtime, Salaries, Salesmen's Compensation, Wages

CONFERENCES
First Aid for Feeble Confabs 119
Selling Job Evaluation Through Visual Instruction 409
Successful Sales Meetings 204

CONSULTANTS
How to Select a Management Consultant 605
Some Pointers on the Use of Consultants 442

COOPERATIVE EDUCATION
Closing the Gap Between Industry and Education 621
Cooperation Between Industry and Education—A Practical Approach. 560
An Engineering and Vocational Training Program 195
Factory College 80
Formal Education for House Organ Editors 616
Job Tutoring 138

COOPERATIVE MOVEMENT
CIO's Co-ops 94

COST CONTROL
Cutting the High Cost of Selling 578
Cutting Indirect Labor Costs 245
Reducing the Cost of Small-Unit Deliveries 307

COST OF LIVING
A Look Backward to Life With Father 10

CREDIT UNIONS
Activities of Credit Unions 326
The Employee Credit Union 292
How to Help Your Employees with Their Financial Problems 324

D

DECENTRALIZATION OF INDUSTRY
America's Changing Industrial Map. 498
Current Trends in Industrial Decentralization 546
Industry Goes West, South—and to Smaller Cities 175
When Industry Moves to the Country.. 543

DEPRECIATION
Depreciates at 10%—Reinvests the Same Year 32
Depreciation and High Costs 585
Depreciation on Original Cost or Replacement Value? 529
Depreciation Rates for Office Furniture 348

DISCOUNTS
What's the Trend on Cash Discounts? 91

DISMISSAL POLICIES
Dismissal Pay Provisions in Union Agreements 299
When It's Time to Go! 552

DONATIONS
Corporate Donations in 1947 341
Solving the Donations Problem 6

E

ECONOMIC CONDITIONS (*See also* Business Conditions)
Appraising the Nation's Economic Mood 2
The Challenge of the Expanded Market 202
The Economic Role of Government .. 370
Something Less Than Total 342
Survey of Our Economy: Pluses and Minuses 114

EDUCATIONAL PROGRAMS (*See also* Cooperative Education)
"Freedom Train" Exhibit Available for Industrial Display 505
Graduate Fellowships for Management Training 607

EMPLOYEE BENEFITS *See also* Bonus Plans, Incentives, Pension Plans, Profit Sharing, Retirement)
Capital Raising Plan 160
Corporation Publicity 108
Costly "Fringe" 607
Employee Stock Purchase Plans 154
Employee Stock Purchase Plan 643
Every Employee a Shareholder 9
How Costly Are "Fringe" Payments? 242
Industry's Voluntary Social Security Plans 435
New Features in Union Contract 402
Trends in Employee Benefit Clauses .. 401
Yale Scholarships for Employees' Sons 26

EMPLOYEE PUBLICATIONS (*See also* Financial Reports, Manuals)
"Alumni News" for Plant Papers ... 476
Annual Reports in the Employee Publication 210
Company Information Is Easy to Take This Way 409
For Supervisors Only 517
Handling Union News 356
House Organ for Employees' Kids .. 138
Keeping Your Pension Plan Sold 533
Meet the Stockholder 104
Pointers on Training Plant Reporters 355
Union News in the Employee Magazine 73
Unique Employee Booklet 358

EMPLOYEE SERVICES (*See also* Credit Unions)
Employees' Clubrooms 168
Foot Clinic Keeps Workers on Their Feet 290
How One Company Solves Its Food Problems 296
How to Help Your Employees with Their Financial Problems 324

EMPLOYMENT STABILIZATION
An Effective Guaranteed Employment Plan 145
50-Week Employment Guarantee 467

EXECUTIVE COMPENSATION
Compensating the General Executive. 368
Incentive Plan for Executives 321
Incentives for Executives 101
Salaries of Personnel and Industrial Relations Executives: A Survey .. 567
A Study of Advertising Managers' Salaries 580
What Makes the Boss Work? 527

EXECUTIVES
Are You Man or Beast? 505
Fluff-Doodle Dodoes in Business 229
"Here Comes Experience" 42
Ivory Hunting Grows Harder 133
Qualifications of Personnel Executives 132
To a Man in a Bigger Job 26
The Top Executive's Real Job 541

F

FACTORY MANAGEMENT (*See also* Waste Control)
Building Profit with Layout Teamwork 85
Ceremonies in Opening New Plant .. 344
Do You Know the Full Capacity of Your Plant? 301
How Much Do Gamblers Take From Your Plant? 554
If Industry Ever Had to Go Underground 172
Industrial Security and the Atom Bomb 608
Industry's "Open House" Programs .. 392
Making Incentives Work in Your Plant 472
Making Night Work Pay 143
The Management of Maintenance ... 624
The Mechanization of Materials Handling 475
Plant Tours—A New Pattern 547
Successful Good Housekeeping Program 576
Ten-Step Plant Control 28
Walkie-Talkie Inventory Cuts Shutdown Time 197

FINANCIAL MANAGEMENT (*See also* Accounting, Budgeting, Business Conditions, Depreciation, Fraud Control, Interest Rates, Stocks, Taxes, etc.)
Business Financing in the Postwar Period 429

The Capital Expansion Boom 151
Capital Raising Plan 160
The Shortage of Venture Capital ... 208
FINANCIAL REPORTS
Annual Reports in the Employee Publication 210
Dear Stockholder: 588
More Information Needed 643
New Survey of Annual Reports ... 484
Recent Changes in Corporate Annual Reports 41
Stockholder Relations 488
What People Want to Know About Your Company 426

FORECASTING. *See* Business Forecasting

FOREIGN TRADE
How Essential Is Export Business?.. 118
Puerto Rican Tax Haven 154
So You Want to Export! 583

FORMS
How to Start a Form Control Plan.. 285
Inventory Control of Office Forms .. 185
Points to Watch in Forms Control.. 456
You Can Save Money on Your New Forms 126

FRAUD CONTROL
Are You Supporting the "Con" Men? 62
Five Factors in Embezzlement 534
How Private Detectives Guard Business 284

G

GRIEVANCE PROCEDURE (*See also* Arbitration)
Keeping Grievances Down 565
Study of Grievances and Aggrieved Employees 466

H

HANDICAPPED WORKERS
Blind Dictaphone Operators Give Standout Performance 553

HEALTH IN INDUSTRY
Alcoholism Plagues Industry 464
Foot Clinic Keeps Workers on Their Feet 290
The Women Patients Sent Their Husbands 465

HOURS OF WORK (*See also* Working Conditions)
Is the Workweek Too Short? 174
Survey of Office Hours and Working Conditions 450

HUMAN RELATIONS
A Challenge to American Management 274
A Labor Leader Looks at Industry's Human Relations 121

I

INCENTIVES (*See also* Bonus Plans, Suggestion Systems)
Daily Efficiency Sheet Keeps Workers on Toes 309
An Effective Sales Incentive Plan ... 634
Incentive Compensation in the Office. 232
Incentive Plan for Executives 321
Incentive Plan for Learners Reduces Turnover 239
Incentives for Executives 101
Incentives to Step Up Office Output.. 129
Making Incentives Work in Your Plant 472
Merit Certificates Encourage More Output 564
Prevalence of Incentive Plans 415
To Hold Workers 21
Union and Management Cooperate on Job Evaluation and Wage Incentives 514
What Makes the Boss Work? 527
Worker Guaranteed Share of Production 81

INCOME
Family Incomes and Expenditures ... 391
Workers' Share of Factory Income .. 7

INDUSTRIAL PROCESSES
Mechanization in the Land of Cotton. 201
Silent Sound 116

INDUSTRIAL RELATIONS (*See also* Collective Bargaining, Communication, Human Relations, Labor-Management Relations Act of 1947, Management Surveys, Unions, etc.)
The Challenge of Industrial Relations 17
Determining Industrial Relations Policies: A Survey 403
Practical Approaches to Industrial Peace 536

INFLATION (*See also* Business Conditions)
Inflation and Private Price Policy .. 423

INSTALMENT BUYING
Buying on Time 367

INSURANCE (*See also* Employee Benefits, Health in Industry, Pension Plans, Retirement, Safety, Social Security)
Big Day in Property Insurance 491
Bond Underwriting Requirements ... 374
Buy Coverage According to Plan 373
Catastrophe Insurance 161
Compensation Publicity 108
Contingent Liability Exposures and Coverages 328
English Insurance Supervision and Practices 327
How Costly Are "Fringe" Payments? 242
How Private Detectives Guard Business 284
1947 Death Rate at New Low 534

Pointers for Insurance Planners 597
Problems of Retrospective Rating .. 159
"Repair or Replace" Insurance 263
Trends in Unemployment Compensation Benefits 648
What's Ahead for Insurance? 44
Boiler and Machinery:
Problems in the Boiler and Machinery Field 106
Business Interruption:
Business Interruption Insurance Today 645
Fire:
Annual Fire Premiums 108
Fire Legal Liability 595
Group:
Group Insurance Provisions in Union Agreements 597
Group Life Business Grows 105
Inland Marine:
The Invisible Terms in Inland Marine Insurance 163
Workmen's Compensation:
All States Now Covered by Workmen's Compensation Laws 494
Some Aspects of New Rating Plans.. 45

INTEREST RATES
The Outlook for Interest Rates 371

INTERSTATE COMMERCE
Walls Between the States 64

INTERVIEWING
Employee Interviews Recorded 23
Getting Results from the Exit Interview 77

INVENTORY CONTROL
Inventory Control of Office Forms .. 185
Walkie-Talkie Inventory Cuts Shutdown Time 197

J

JOB EVALUATION
An Effective Job Evaluation Plan ... 617
Effect of Union Attitudes on Job Evaluation Plans 139
How to Write a Good Job Description. 297
Rating Jobs and Men in Maintenance 243
Selling Job Evaluation Through Visual Instruction 409
Union and Management Cooperate on Job Evaluation and Wage Incentives 514

L

LABOR-MANAGEMENT COOPERATION
Accident Reduction Through Labor-Management Cooperation 432
An Effective Guaranteed Employment Plan 145
Labor and Management Team Up For Time Studies 474
A Labor Leader Looks at Industry's Human Relations 121
Union and Management Cooperate on Job Evaluation and Wage Incentives 514
Union Helps Bosses 469

LABOR-MANAGEMENT RELATIONS ACT OF 1947
Contract Problems Under the Taft-Hartley Act 134
Mr. Public Weighs Taft-Hartley 228
Trial Balance on Taft-Hartley Law .. 123
Union Pacts Circumvent Taft-Hartley Act 239
Union Security Clauses Since Taft-Hartley Act 291
What Management Thinks of the Taft-Hartley Act 540

M

MANAGEMENT POLICIES
Management Reconstructs Its Thinking 388

MANAGEMENT PRINCIPLES
At 4 O'Clock Next Tuesday 341
"Here Comes Experience" 42
Management Reconstructs Its Thinking 388
To a Man in a Bigger Job 26
What Can Management Do? 338
What Do You Want in 1948? 10

MANAGEMENT SURVEYS
An Experiment in Mutual Education.. 549
Industrial Self-Criticism Project 502

MANUALS
How to Prepare Office Manuals 69
Modeling the Policy Manual in Supervisory Conferences 619
A Suspicious Glance at Rule Books.. 176

MARKETING (*See also* Advertising, Discounts, Foreign Trade, Merchandising, Packaging, Pricing Policies, Products, Sales Management, etc.)
Buy-Words 164
The Challenge of the Expanded Market 202
Cutting the High Cost of Selling ... 578
Determining Your Distribution Area. 483
How Big Is Your Negro Market? ... 416
How to Handle Inquiries Effectively. 149
Implications of the Basing Point Ruling 524
Kid Stuff 635
The Market: 1948 87
The New American Market 92
Notes of a Bored Business Man 68
Product Previews Give Workers Insight to Marketing 526
Sex Differences in Relation to Marketing 89
There's Gold in Them Thar Kids ... 310
Today's Farm Market 419

MARKETING RESEARCH
Mechanical Predictor Supplies Vital Market Data 479
Population Trends—Basic Trade Factor 523

MERCHANDISING
Joy in Shopping 312
Modern Packages Will Increase Your Sales 206
Our Changing Channels of Distribution 630
Self-Service Groceries on Increase.. 258

MERIT RATING
Rating Jobs and Men in Maintenance 243
Rating Plan Increases Productivity .. 80

MILITARY SERVICE POLICIES
How New Draft Law Affects Pension and Profit-Sharing Plans 644
Policies Regarding National Guard Service 19

MORALE (*See also* Attitude Surveys)
Battle on the Bulge Aids Employee Morale 242
Contests Recommended as Morale Boosters 168
Individual Name Plaque Boosts Employee Morale 354
Pride in Product 82

N

NATIONAL DEFENSE (*See also* Military Service Policies)
Build the Stockpile Now for National Security 277
Get Ready for Industrial Mobilization 470
If Industry Ever Had to Go Underground 172
Industrial Mobilization: Mailed Fist for Peace 4
Industrial Security and the Atom Bomb 608
Machine Tools and National Security. 518
Problems of Industrial Remobilization 506
Something Less Than Total 342
What's Ahead for Industry If the Cold War Warms Up? 446

NATIONAL LABOR RELATIONS BOARD
Rights of Labor in Pension Plans 330
Workers Favor Union Shop in NLRB Elections 238

NATURAL RESOURCES
An Appraisal of Our Natural Resources 280

NEGRO WORKERS
Harvester's Five-Point Racial Program 566

O

OCCUPATIONAL TRENDS
Recent Occupational Trends 24

OFFICE ECONOMY
How to Start a Form Control Plan .. 285
How Uncle Sam Applies Work Simplification 345
Inventory Control of Office Forms .. 185
Mail Goes Faster, at Lower Cost ... 16
Points to Watch in Forms Control .. 456
Unoccupied Desks Attract Expenses. 350
You Can Save Money on Your New Forms 126

OFFICE MANAGEMENT (*See also* Accounting, Forms, Office Workers, Testing, Training, etc.)
Color in the Office 452
How to Be Sweet to Your Secretary.. 613
"Dear Sir:" 131
Depreciation Rates for Office Furniture 348
Desk-Model Telegraph Office 458
Getting Your Money's Worth at the Post Office 34
How to Establish "File Breaks" 398
How to Speed Office Mail Deliveries. 234
How Uncle Sam Applies Work Simplification 345
Mailroom Studies Help Sales Department 454
Office Space Problem Solved with Templates 288
Planning Your Office Equipment Program 507
Put Sales Appeal into Company Offices 395
The Simplified Letter—Custom-Built or Custom-Balked? 15
Telephone Tips to Improve Your Public Relations 127
W, for Where Is It? 13
Your Future in Office Management.. 610

OFFICE WORKERS (*See also* Communication, Salaries, Testing, Training)
Blind Dictaphone Operators Give Stand-out Performance 553
Facts and Figures About Bookkeepers 350
Formal Education: An Asset? 349
Incentive Compensation in the Office. 232
Incentives to Step Up Office Output.. 129
Office Jobs Can Be Hazardous 286
Office Personnel Policies 14
Office Unionization—Is Management Facing the Problem Squarely? ... 181
Stenographic Statistics 72
Survey of Office Hours and Working Conditions 450
What Does Industry Seek in Its Clerical Workers? 131
White-Collar Salaries and Employment Conditions in New York City 393
Women in White-Collar Jobs 235

OLDER WORKERS
Using Aging Employees to Best Advantage 30

OVERTIME
Overtime Pay Practices in Insurance Companies 288
Premium Pay Provisions in Union Agreements 191
Shift Differentials in Manufacturing. 362

P

PACKAGING

Color Contrast Aids Packaging Production 317
How to Tell If Your Package Will Sell 315
Modern Packages Will Increase Your Sales 206
Pack Up Your Damage Troubles 99
Returned Goods: Indicators of Packaging Failures 97
What Women Like and Dislike About Packages 95

PACKING AND SHIPPING

Cutting Damage in Transit 303
Flying Freight 179
How to Beat Those Climbing Freight Rates 196
Measuring Productivity in Wrapping and Packing 247
New Developments in Wooden Boxes and Pallets 414
Reducing the Cost of Small-Unit Deliveries 307

PENSION PLANS (*See also* Social Security)

Cost-of-Living Pension 428
An Effective Pension and Profit Sharing Program 265
Employee Income Tax Status Under a Qualified Pension Plan 322
G-E's Revised Pension Plan 194
How New Draft Law Affects Pension and Profit-Sharing Plans 644
Keeping Your Pension Plan Sold ... 533
A Pension Plan for Commission Salesmen 254
Private Pensions Take Hold 214
Rights of Labor in Pension Plans ... 330
Salary Continuance Plans Accompanied by Life Insurance 155
Some Special Problems of Pension Plans 593
Statistical Data on Approved Pension and Profit-Sharing Plans 212
Why It Pays to Qualify a Pension Plan 157

PERSONNEL MANAGEMENT (*See also* Communication, Employee headings, Interviewing, Office Workers, Testing, Training, Working Conditions, etc.)

Appraising the Personnel Function.. 298
Checking Applicants' References 465
Current Trends in Personnel Management 614
Harvester's Five-Point Racial Program 566
In-Plant Feeding Holds Gains 510
The Personnel Job in a Small Company 513
The Problem of Resistance to Change in Industry 521
Qualifications of Personnel Executives 132
Salaries of Personnel and Industrial Relations Executives: A Survey .. 567
So You Want an Assignment Overseas 282
When is Payday? 453
Work Adjustment in Relation to Family Background 459

PRICES

Commodity Prices vs. Consumer Demand 170
How Will Another Wage Increase Affect Prices? 153
The Next Round—Wages and Prices. 179

PRICING POLICIES

Fair Trade: The Cold Facts 581
Implications of the Basing Point Ruling 524
Inflation and Private Price Policy .. 423
Price Guarantees to the Trade 257

PRODUCTION (*See also* Factory Management, Industrial Processes, Time Study, etc.)

American Industry—Democracy's Ace in the Hole 538
Carbide Dies Cut Costs 304
Cutting Indirect Labor Costs 245
Interlocking the Sales Forecast with Production Planning 359
Machine Tools and National Security 518
Profit-Sharing Plan Lowers Labor Costs 572

PRODUCTIVITY

Daily Efficiency Sheet Keeps Workers on Toes 309
Measuring Productivity in Wrapping and Packing 247
Merit Certificates Encourage More Output 564
Output Per Man-Hour in Selected Manufacturing Industries in 1946 .. 31
Output per Person in Trade Increasing 149
"Plus Business" Bonus for Greater Productivity 574
Productivity Rise Reported 630
What Is Present Status of Labor Productivity? 522

PRODUCTS

Publicizing New Products 364
Ten Commandments for Launching a New Product 96
Use of Salesmen in Product Betterment 148

PROFITS

Are Profits Too High? 444
Earnings Pinnacle 326
Telling Employees the Facts About Profits 489

PROFIT-SHARING

An Effective Pension and Profit-Sharing Program 265
Efficiency Increased 40 Per Cent Under Profit-Sharing 27

Cutting Training Waste 620
Pointers on Training Plant Reporters 355
A Suspicious Glance at Rule Books.. 176
Trainee Plan Taps Ranks for Leaders 620
Training for Group Development 195
Office:
A Company Training Program for Accounting Personnel 43
How Uncle Sam Applies Work Simplification 345
Office Supervisors Need Foremen's Training 550
Training for Secretarial Skills 11
Factory:
Incentive Plan for Learners Reduces Turnover 239
Supervisory:
Factory College 80
Office Supervisors Need Foremen's Training 550
Suggested Course for Foremen 406

TRANSPORTATION
Flying Freight 179
Industry-Owned Aircraft Growing in Importance 504

U

UNION CONTRACTS (*See also* Collective Bargaining, Unions, etc.)
Contract Clauses Governing Promotion, Transfer, and Assignment ... 558
Contract Problems Under the Taft-Hartley Act 134
Dismissal Pay Provisions in Union Agreements 299
Getting Contract Suggestions from Foremen 76
Group Insurance Provisions in Union Agreements 597
New Features in Union Contract 402
Premium Pay Provisions in Union Agreements 191
The Trend of Wage Settlements 354
Trends in Employee Benefit Clauses. 401
Union Security Clauses Since Taft-Hartley Act 291

UNIONS (*See also* Collective Bargaining, Strikes, etc.)
The Challenge of Industrial Relations 17
CIO's Co-ops 94
Effect of Union Attitudes on Job Evaluation Plans 139
Handling Union News 356
Office Unionization—Is Management Facing the Problem Squarely? 181
Should the AFL and CIO Combine?.. 549
Union Helps Bosses 469
Unionization of Salesmen—The Present Situation 477
Union News in the Employee Magazine 73
Union Pacts Circumvent Taft-Hartley Act 239
Union Participates in Setting Time Standards 309
What Chances of Organic Trade Union Unity? 20
What Labor Is Going After 117

V

VACATION POLICIES (*See also* Working Conditions)
Mass Vacations Take Hold 399
Paid Vacations and Sick Leave in Industry 141
To Hold Workers 21
Vacation Pay 469

W

WAGE AND SALARY ADMINISTRATION (*See also* Incentives, Overtime, Salaries, Wages)
How Do You Spend Your Salary Dollar? 396
Making Effective Wage Surveys by Mail 22

WAGES
Intercity Wage Differences 562
How Will Another Wage Increase Affect Prices? 153
The Next Round—Wages and Prices. 179
The North-South Differential—A Different View 192
Regional Wage Differentials: 1907-46 623
The Trend of Wage Settlements 354
Wage Cost Factor in the Sales Dollar 545
Workers' Share of Factory Income .. 7

WASTE CONTROL (*See also* Office Economy)
Novel Stunt Emphasizes Economy .. 201
Plant Neutralizes Own Waste 520
Pricing the Scrap Heap 84
Scrap Drive Speeded 412
War on Waste 413

WORKING CONDITIONS (*See also* Employee Benefits, Employee Services, Hours of Work, Vacation Policies, etc.)
Office Personnel Policies 14
Paid Vacations and Sick Leave in Industry 141
White-Collar Salaries and Employment Conditions in New York City 393

WORKMEN'S COMPENSATION. *See* Insurance

WORK SIMPLIFICATION. (*See also* Time Study)
How Uncle Sam Applies Work Simplification 345

WORKWEEK. *See* Hours of Work

239
309
20
117
399
141
21
469
396
22
562
153
179
192
623
354
545
7
201
520
84
412
413
14
141
393
345